

INSTRUCTIONS

GENERAL INSTRUCTIONS

1. This application is filed in duplicate with the District Director (Regulatory Enforcement), Bureau of Alcohol, Tobacco and Firearms in the district where the premises are located.
2. The purpose is to obtain or amend an Industrial Alcohol User Permit (ATF F 5150.9) to withdraw, deal in or use specially denatured alcohol under 27 CFR 20.41, or to use tax-free alcohol under 27 CFR 22.41.
3. Submit supporting organizational documents as required under 27 CFR 20.45 and 22.45; bonds where estimated usage of specially denatured alcohol exceeds 5,000 wine gallons annually and where estimated usage of tax-free alcohol exceeds 1,500 proof gallons annually as required under 27 CFR 20.71 and 22.71; and personnel questionnaires on all officers, directors and stockholders, if applicable.
4. An amended application is required when any information on the Permit (ATF F 5150.9) is changed and whenever required to do so by the District Director (Regulatory Enforcement). Letter notices sequentially numbered be filed in some instances.
5. Tax-free alcohol, in its original or recovered state, cannot be used or sold for beverage purposes, food products or in any preparation used in beverage or food products. A permittee who uses tax-free alcohol, in any manner prohibited by 27 CFR Part 22 shall become liable for the tax on the alcohol.
6. State and local government agencies, including hospitals and universities are exempt from the requirement of posting bond. Applicants who qualify for this exemption must submit proof of the right to exemption. A State, political subdivision, or the District of Columbia may specify in the application that it desires a single permit authorizing the withdrawal and use of specially denatured or tax-free spirits in a number of institutions under its control. Show the method of distribution and accounting for the specially denatured or tax-free spirits to be withdrawn on a separate attachment marked "Supplemental application for an Industrial Alcohol User Permit to ATF F 5150.22.

SPECIFIC INSTRUCTIONS

- ITEM 1.** District offices will issue a dealer or user permit number on original applications. Use this assigned number on future application filed for an amendment of the permit.
- ITEM 2.** Use number one (1) on original applications. Each subsequent application filed to amend your Permit (ATF F 5150.9) will be given the next consecutive serial number.

- ITEM 3.** Use the current date.
- ITEM 4.** Enter the name and complete address of the sole owner, all partners in a partnership, or the name of a corporation. Corporations will enter their principal address and give the name of the State under which it is incorporated such as "Incorporated in the State of Delaware."
- ITEM 5.** Complete this section when the address of the premises is different from those in Item 4.
- ITEM 6.** Check the applicable box(es).
- ITEM 7.** Show specially denatured alcohol in wine gallons and tax-free alcohol in proof gallons.
- ITEM 8.** Indicate the type of ownership.
- ITEM 9.** Be specific in usages such as dealer, manufacturer of cosmetics, external medicines, fuels, mouthwashes, inks, solvents, laboratory analyses, clinical use, treatment of patients, compounding medicines for the use of hospital patients, preserving specimens, etc.
- ITEM 10.** Use to file an original application or to amend an existing permit. Specify what is being amended such as change of address, change of estimated annual usage, etc.
- ITEM 11.** Trade name registration with County Clerk, Secretary of State, or other agency is required in some States. Give the name of the office where the trade name is registered, if applicable.
- ITEM 12.** Equipment listed should include processing tanks, storage tanks, equipment for recovery, restoration, or redensaturation of denatured spirits. Use a separate sheet if the space in Item 12 is inadequate.
- ITEM 13.** These conditions show under what provisions your permit may be used. It is your responsibility to be aware of and comply with the laws and regulations under which your permit may be issued.
- ITEM 14.** An approved Power of Attorney (ATF F 5000.8), must be filed as authority to represent the sole owner, partnership, or corporation when the authorization, by title or name, is not contained in any type of agreement, Articles of Incorporation, By-Laws or a resolution.
- ITEM 15.** Signature of the applicant or person authorized to represent the applicant.

PRIVACY ACT INFORMATION

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. § 552a(3)):

1. **AUTHORITY.** Solicitation of this information is made pursuant to 26 U.S.C. § 5271. Disclosure of this information by the applicant is mandatory if the applicant wishes to obtain a permit to use alcohol free of tax.
2. **PURPOSE.** To identify the applicant; to identify the location where the applicant will use the tax free alcohol and to determine the eligibility of the applicant to obtain a permit to use alcohol free of tax.
3. **ROUTINE USES.** The information will be used by ATF to make the determinations set forth in paragraph 2. In addition, the information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application where such disclosure would not be prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application where such disclosure is not prohibited by law.
4. **EFFECTS OF NOT SUPPLYING REQUESTED INFORMATION.** Failure to supply complete information will delay processing and may result in the denial of the application.

PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used to determine the eligibility of the applicant to engage in certain operations, to determine location and extent of operations, and to determine whether the operations will be in conformity with Federal laws and regulations. The information requested is required to obtain or retain a benefit and is mandatory by statute (26 U.S.C. 5271).

The estimated average burden associated with this collection of information 2 hours per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services Branch, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

ATF F 5150.22 (3-97)